

Document Imaging Technician

Grade 14

Phoenix

Starting Salary: \$24,551

The Arizona State Retirement System is seeking a highly motivated individual with data entry experience.

Duties will include reviewing forms for completeness and accuracy and sorting document types for purpose of storing information in the ASRS database and for routing and retrieving information in a document retrieval system.

Knowledge, Abilities, Skills:

- Knowledge of ASRS service areas
- Accurate data entry skills
- Strong computer skills
- Ability to categorize document types
- Ability to pay attention to detail
- Ability to multi-task, prioritize and organize
- Ability to think critically

Open until filled. Interested applicants must submit a comprehensive resume at azstatejobs.gov.

This position is covered by the State Personnel Merit rules.

AA/EOE